

NEW JERSEY DEPARTMENT OF EDUCATION
 Carl D. Perkins Vocational and Technical Education Act of 1998 and/or State Vocational Education
Fiscal Year 2002 (Project Period 7/1/01 to 6/30/02)
Final Report – Federal/State Equipment Inventory

A. CHECK ONE: _____ SECONDARY _____ POST SECONDARY

B. ELIGIBLE RECIPIENT: _____ C. COUNTY: _____ D. PROJECT CODE: _____ 02

| E. Delivery Date | F. Description (Name, Type, Size Manufacturer/Model) | G. Inventory Tag Number | H. Unit Acquisition Cost | I. Grant Cost | J. **% of Total Cost | K. Location in LEA/College | |
|------------------------|--|-------------------------------|-----------------------------------|---------------------|----------------------------|-------------------------------|------|
| | | | | | | Building | Room |
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| | | | L. TOTAL | \$ | | | |

USE ADDITIONAL FORMS IF NEEDED

** Include information only if the item was not purchased with 100% of grant funds.

FY02 FINAL REPORT

INSTRUCTIONS FOR COMPLETING THE REPORT OF FEDERAL/STATE EQUIPMENT INVENTORY

A. Indicate with a check (✓) whether this is a secondary grant or a post secondary grant;

B – D Complete all identifying district/college/agency information;

All columns must be completed for each piece of equipment (items costing \$2,000 or more) approved on the spending plan and purchased with Perkins and/or State Vocational funds. See equipment definition in the FY2002 Perkins Spending Plan Guidelines.

E. Enter the **Delivery Date**;

F. Enter the description of the equipment item. Include at least the type of the equipment, the size, manufacturer, and model. Enter each item separately. **Make it easy to understand. For example: Laptop computer, 633 MHz, Dell Latitude; Table Saw, Delta, tilting arbor, 16”;**

G. Inventory Tag Number – Enter the Inventory Tag Number. Each piece of equipment must have an identification tag affixed to it. This inventory tag number may be the individual serial number assigned by the manufacturer or a separate inventory tag and number assigned by the applicant;

H. Enter the acquisition cost of the equipment item. The total of the unit acquisition costs listed must equal the total equipment costs listed on the Budget Statement (expenditure categories/function & object codes 400-731 and 400-732);

I. Grant Cost - For items partially funded with grant funds, indicate the amount of grant funds spent on the specific equipment;

J. For item(s) partially funded with grant funds, enter the percentage of unit cost charged to the grant funds.

Example: Item Cost = \$10,000. District/college/agency pays \$1,000 of the total cost

Cost charged to grant = Grant Cost = \$9,000. Per Cent of Total Cost = 90%;

K. Building and Room – The building and room where each piece of equipment is located must be listed. The public secondary school building number is a three-digit number assigned by the NJDOE that identifies the school; and

L. Total – Add the line amounts in column I. The total of all pages in column I must be placed on the appropriate equipment line on the Budget Expenditure Statement form.